**SAM-O Course
Training Track--Exercise 1
Using the: ITM Web Site, SAN and
TMS Lite, and the SAO Web System**

1 Dec 2003

Note: This *Exercise/Guide* will show you: how to use the **International Training Management (ITM) Web Site**, how to download training data from the **Security Assistance Network**, how to use the *Lite Training Management System*, and how to use the **SAO Training Web** system. Please take your time and follow the *step by step* instructions that are provided.

1. Using the International Training Management (ITM) Web Site

The **International Training Management (ITM) Web Site** provides access to a very wide range of resource materials that cover the management of international military training. Naturally you will want to create a *Bookmark* (Netscape) or a *Favorite* (MS Explorer) on your duty station computer to facilitate accessing this and other international training web sites.

Double-click on the **ITM Web Site** shortcut.

Note: At your home station, type the following web site address in the **Location** block of your Browser screen: **http://www.disam.dsca.mil/imt/** and press **Enter**.

International Training Management

*A Web Site for International Military Training Managers
Involved in Security Cooperation Programs*

IMPORTANT:
TMS Version 6.003 was fielded to all SAOs on 12 Sep 03. See *TMS 6.003* for complete information.
See the brand new *AFSAT IMSO Page* with up to date POC info on Air Force IMSOs.
See the *SCIP Page* for information about this valuable new system.
See newly published, 3 Oct 2003 SAMM, *Chapter 10--International Training*, and *Chapter 11--Special Programs and Services* (Paragraph C11.13 -- Security Assistance Teams).
See *FY 2004 Counter Terrorism Fellowship Program guidance*.
See *ASPA* for DSCA provided American Service Members' Protection Act implementation guidance.
See latest Draft of *S.A. Health Affairs Handbook*.

REMINDER: Many SAOs have not started uploading data from TMS to the SAN. As a result, your Point of Contact information is NOT available to schoolhouse IMSOs. They can't identify you when they click on your Country Code on the IMSO Web system. You must have TMS 6.0 or later installed to accomplish uploads to the SAN. See: *How to Upload from TMS to the SAN*

If you have not previously read the **International Training Management** *Home Page*, do so at this time. Be sure to scan the content of the large red bordered box so that you will get an idea of the content of the site.

Note: Many documents provided in the ITM web site require *Adobe Acrobat Reader* to view them. The ITM Home Page explains how to get *Adobe Acrobat Reader*.

International Training Management (ITM) Web Site Content

Scroll down to the **Red** menu box and, in the upper left corner:

References	**SAO**	**Functional Areas**
Messages	SAO Specific	Biographical Data
Articles	SAO Best Practices	Contractor Provided Training
Points of Contact	Sample Messages	Dependents
Events--Dates	Training Program Mgt	Distance Learning
Lessons	SAO Web Sites	DoDIP
Legislation	IMS Pre-Departure Briefing CD	English Language Training
Web Site Links		Eng Lang Tng--In Country
	IMSO	English Lang Laboratories
Training Programs	IMSO Specific	Exchange Training
IMET	IMSO Best Practices	Expanded IMET
FMS	IMSO Web Site Development	FMS Training
Counterterrorism Fellowship Prog-CTF	IMS Pre-Departure Briefing CD	Health Affairs
Counter Narcotics Prog-CN	Model IMSO Web Page	Human Rights
Iraq Liberation Act-ILA	School/IMSO Web Sites	ID Cards
Intl Narcotics Law-INL		IMET
FAA, Sec 506 Drawdown	**MILDEP**	IMS Pre-Departure Briefing
	Army	Intercultural Commo
Automation	Navy	ITOs
FAQS	Air Force	Legal
SAN	Marine Corps	Orientation Tours
I-SAN	Coast Guard	Student Administration
TMS		Student Screening
I-TMS	**Unified Command**	Teams
IMSO Web System	CENTCOM	Travel & Living Allowance
SAO Web System	EUCOM	Training Prices
DSAMS Training Module	PACOM	
SCIP (Portal)	SOUTHCOM	
IMS Pre-Departure Briefing CD		
Web Site Examples	**International Military Student**	
Adobe Acrobat *Download*	General Information	
	Country-Specific Information	

Click on **References**. *Click* on **SAMM Chapter 10-International Training**. *Click* on **Back** to return to **References**. *Scan* the rest of the reference publication titles provided. Under **DSCA**, *click* on the **Expanded IMET Handbook** and the **S.A. Health Affairs Handbook**. Under **Unified Command**, *click* on **EUCOM Security Assistance Training Guide**. These handbooks are newly published. *Click* on **Back** until you return to the **International Training Management** page.

Click on **Messages**. *Click* on: **ASPA Impact on USG Military Assistance** (DSCA guidance on implementation of ASPA) and **Revised Guidance Regarding Leahy Amendment** (latest State Department guidance on screening of IMS). *Scan* the titles of other messages provided and remember this valuable collection of training policy. *Click* on **Back** until you return to the **International Training Management** page.

Click on **Articles**. *Scan* the titles of the articles that provide extensive coverage of international training subjects. *Click* on the **International Military Student Pre-Departure Briefing** (DISAM fielded CD Rom Disk) and **International Student Guide to the American Culture** (Dec 2000 article). These are excellent articles that are valuable to the SAO training manager. *Click* on **Back** until you return to the **International Training Management** page.

Click on **Events--Dates**. *Note* the date of your upcoming Unified Command **TPMR** conference. *Click* on **Back** until you return to the **ITM** page.

Click on **Lessons** and then *click* on **SAM-O Course (SAO Course)**. Under **1. SAM-O Course, Training Track Exercises**, *click* on Exercise 1 – **ITM Web Site, SAN & TMS Lite, and SAO Web System**. Do you recognize this exercise? *Click* on **Back**, scan the **SAO Lessons and Exercises** page. *Click* on **Back** until you return to the **ITM** page.

Click on **Legislation** and, if you have not already done so, look for your Country's IMET allocation for the current FY. Also look at the Congressional Budget Request for next year's IMET program. *Click* on **Back** until you return to the **ITM** page.

Click on **Web Site Links** and scroll through this master list of all International Training web sites. Note that the links in the **Red menu box** provide bookmarks to those specific sections of the listing. *Click* on **Back** until you return to the **ITM** page.

Under **Training Programs** *click* on **Counterterrorism Fellowship Program** and *click* on **Country Allocations for 2002, 2004** to see if your country can expect to have a CTF training program. *Click* on **Back** until you return to the **ITM** page.

Under **Automation**, *click* on **I-SAN** and review the information provided on that system. What is the *International* SAN and who uses it? *Click* on **Back** until you return to the **ITM** page.

Under **SAO**, *click* on **SAO Best Practices**. *Examine* one or two of the example documents provided. *Click* on **Back** until you return to the **ITM** page.

Under **MILDEP**, *click* on **Army**. Notice that links are provided to the Army master training catalog, **ATTRS**, to important Army regulations, and to important portions of the SATFA web site. Information on the other MILDEP/MILSVCs is similarly provided. *Click* on **Back** until you return to the **ITM** page.

Under **Unified Command**, *click* on your **Unified Command's Training** office and see what information is provided. *Click* on **Back** until you return to the **ITM** page.

Under **Functional Areas**, *click* on **English Language Laboratories, Expanded IMET, Health Affairs,** and **Student Screening** and see the kind of functionally specific information that is provided. *Click* on **Back** until you return to the **ITM** page.

Connecting to Other S.A. Training Web Sites

Located just above the **Red menu box**, *click* on **SATFA**, **NETSAFA**, **AFSAT**, **Marine Corps, Coast Guard, SATMO**, and **DLIELC**. These are the principle S. A. Training web sites and provide a wealth of information about training provided by those respective military services or organizations.

Click on the **Back** button as needed to return to the **International Training Management** page, so that you can go to the next web site.

Remember: If, at any time, the **Back** (or **Forward**) button is not *active* (grayed out), close the screen that is open by clicking on the **X** in the upper right corner of the screen to close that screen.

Searching for S.A. Training Web Sites

You *can* use the various **Internet Search** web sites to find our **S.A. Training** web sites.

For instance, *type* in the address for **Google**, **http://www.google.com** in your Browser's address block and *press* **Enter**.

Type in **DLIELC** and *click* on **Search**.

The first item found should be the **DLIELC Home** page, etc.

The point is, that the established Internet Search sites will also locate our military organizations, even our S.A. Training activities.

Type in **"International Training Management"**, with quotation marks, and *click* on **Search**.

2. Using the SAN and TMS *Lite*

This portion of the *Guide* will show you how to use the **SAN (Security Assistance Network)** and the *new* (streamlined) **TMS *Lite* (Training Management System)**. It will show you only the basic steps that you must be able to accomplish in order to *download and view* your **training program** and *generate* an **Invitational Travel Order** for a departing student. The SAN can be accessed on any computer that provides access the Internet. For registration on the SAN, *contact* your **Unified Command User Group** administrator or *contact* **DISAM**. An installation disk for the TMS system is available from DISAM or your unified command. The new **TMS 6.003** software will be distributed in **Augurst 2003** by mail to all SAOs.

Log on the SAN

Note: The SAN Internet address is: **https://san.osd.mil/san/login**. There is an alternate **.ORG** address at **https://idss.ida.org/san/login**.

Log on the **SAN Web**.

Click on **Continue** on the **Special Notice** screen.

Click on **Training** on the SAN Web **main menu**.

Click on **SAO Data Download (STL, MASL, etc.)** on the **Main Training Menu.**

Click on **STL Data-Download** (not **STL Data-View**).

To download the **MASL and Other Downloads**, you would similarly *click* on that choice.

STANDARDIZED TRAINING LIST

28 October 2002

-USER INFORMATION-
SAO: MMIKKAWY
COUNTRIES OF ACCESS: EGYPT
ACCESS TO SERVICES: BCDPS

DATE OF LAST DOWNLOAD: 28 October 2002 (STL) - 28 October 2002 (MASL)

LATEST UPDATES OCCURRED ON:		STATUS OF NEXT STL UPDATE
STL UPDATE	MASL UPDATE	Next STL: 29 October
AIR FORCE: 23 October 2002	23 October 2002	Scheduled - 10/30/2002
ARMY: 28 October 2002	28 October 2002	Scheduled - 10/29/2002
NAVY: 28 October 2002	28 October 2002	Scheduled - 10/29/2002

USER OPTIONS

- STL Data - Download
- STL Data - View
- MASL and Other Downloads
- MASL Data - View
- Prepare STL history file for download
- IMET Breakout Levels - View (as of 10/08/2002)
- Data Problems - Service POC's
- Exit Standardized Training List Database

Note: If a user only has access to the STL data for *one or two* countries, that file is prepared for download *immediately*. If access for multiple countries has been granted (a whole Unified Command), any or all of the countries may be *chosen*.
Click on the *hyperlinked* word **Download** to download the data file and *click* on **Save** in the dialog box that appears. (**Example** used is for Egypt: **Download EG.EXE**.)

Note: The **EG.EXE** file is a compressed file that contains the country data files--**EG.DBF** and **EG.DBT** and a third file that gives the country IMET program allocation. Access *must* be set by your System Administrator for you to be able to download data for your country. Contact your *User Group* system administrator or *DISAM* if access is required.

Use the **dialog screen** that appears to select the **c:\tms\download** directory in which to download the data file (just as you previously did when downloading from the Library).

Click on the scroll bar in the **Save In:** block and then double-click on respectively: **C:\tms** and **download**.

Note: The **c:\tms\download** directory is the default directory used by the TMS system for downloading data. This directory is established when you install the **TMS 6.0** program..

Click on **Save** to execute the download. The Download occurs *quickly*--you may not see it.

Click on **Close** after the download is finished.

At this point you are finished with your download and use of the SAN.

Suggest you *exit* the Internet (*click* on **X** in upper right corner), as this will speed things up for other students in the Lab.
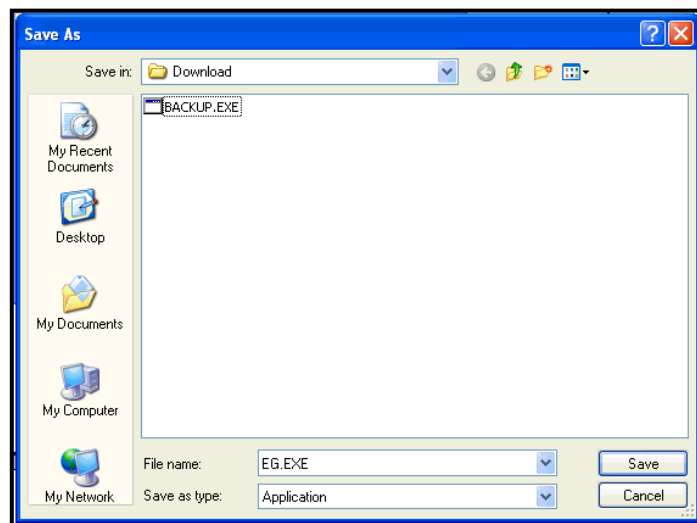
Using the TMS "Lite" System

The **Training Management System (TMS)** is a program developed, programmed, and supported by DISAM for use in all overseas S.A. offices and at other international training activities. It is also used by Unified Command training managers and is used in a network environment at Training Program Management Reviews (TPMRs). It is used to accomplish all training management functions including: choosing appropriate training for a country, development of a country training program, day to day training program management, and various student administrative functions such as publishing Invitational Travel Orders (ITOs). The new **TMS Lite** program is a streamlined version of the original TMS program that contains only the most essential portions of the master TMS program. With the TMS Lite program, you will be able to: find a desired course of instruction in the Training MASL, see your country training program in the standard STL report, and generate an Invitational Travel Order for a departing student.

Remember that you have just gotten off the Internet and you must now initiate the **TMS** program from your computer desktop.

Double-click on the **SAO TMS 6** icon. (*Don't click* on the **IMSO TMS** icon). The **TMS Main Menu** will appear. **TMS** is a *Microsoft Access 2000* runtime application.

If the center button at the bottom reads "Switch to TMS Lite", *click* on the **Switch to TMS Lite** button (the

center button in the bottom row of buttons).

All of the major *TMS Lite* functions can be accessed by *clicking* on the applicable **button** in the TMS **Main Menu**.

Note: Do not *double-click* on TMS *buttons*. This may cause TMS to activate the selected function *twice*, thus resulting in an error message. You will be told specifically if you are to *double-click* an item in TMS.

You can **Exit** TMS by *clicking* on the **Exit TMS** button.

Country Data Profile

Before TMS will work for you, you must establish a Country Profile that identifies your Country to TMS. This only has to be done once, but must be done or TMS will not run for your country.

First, *click* on **Country Data** in the TMS **Main Menu**.

Type the **Country Code** for your country and *click* on **ok**.
Note Example: From this point forward in these instructions, a sample training program for **Bandaria**, country code **BN**, will be used. **Do Not** enter BN for Bandaria, enter *your* **Country Code**--ask your instructor if you don't know what it is.

At your *SAO home station*, you need to enter the data for *your* Country and SAO Office, as seen in the *Bandarian example* below. You need **not** do that now—just *enter* the **name of your country**.

All of the underlined data items will be uploaded to the SAN whenever you choose to do so, upon exiting TMS.

And, when you enter this information, the data is automatically entered in Invitational Travel Orders that you prepare.

Click on **Save/Quit** to save your Country Profile. (TMS can now recognize your country--a country profile must be established before TMS can accept your actual country data.)

Updating STL Data

The **Update** function provides a means to *update* TMS with the latest STL, MASL, and Other Table data that you have downloaded from the **SAN** Web. Replacement (new) database files *must* be available in the **c:\tms\download** directory for the update to be successful.

Click on the **Import from SAN** button in the TMS **Main Menu**.

Click on the **Import New STL** button from the **Update Data Tables** menu. *Wait* while TMS runs its import query.

Note: If you are using TMS to manage more than one country, *click* in the **box** for the **Country** you want to **Update**. Then *click* on **Import** to import the new country STL data.

Note: *Pay attention* to the following three **questions**. If you *fail to respond* **Yes** to the second question, your newly downloaded data *will not* be imported into **TMS** and you will not see it.
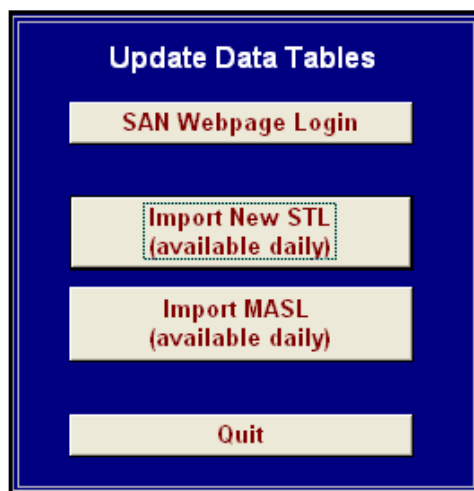
Question 1 -- *Click* on **No** when asked about the **Reconciliation Report**.
(If you *click* on **Yes**, TMS will do a report comparing your latest data download to data you downloaded previously.)

Question 2 -- *Click* on **Yes** when asked about accepting the STL data. (If you *click* on **No**, the STL data *will not* be accepted.)

Question 3 -- *Click* on **No** when asked about posting Pending Changes.

Click on **OK** and then *click* on **Quit** to return to the **TMS Main Menu**. Please note that these **Update** procedures are likewise used to **Import and Update** the training **MASL**.
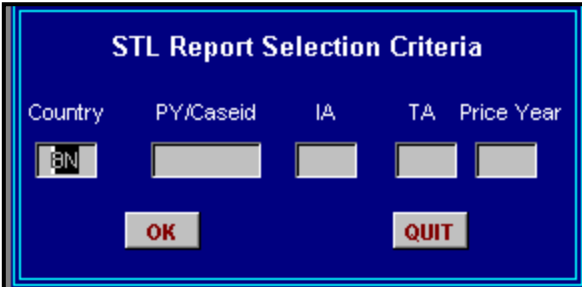
Note: When you download from the SAN, your **Country Code.EXE** file (Example **BN.EXE** for **Bandaria**) must be present in the **C:\TMS\DOWNLOAD** directory for the data import to take place. The **C:\TMS\DOWNLOAD** directory is the default directory that is used as the *download* directory for your training data. The data normally is downloaded from the **SAN Web** -- **Training, STL Data Download** function. But, the data file could be sent to you as an E-Mail attachment for you to copy into the **C:\TMS\DOWNLOAD** directory. Contact your Unified Command training manager if you are having trouble downloading your training data. Likewise, if you wish to *update* the other databases (**MASL and Other,** etc.), you would *select* those for update. But, you would first have to *download* the data from the SAN.

Viewing Your Country Training Program

The **STL w/ Remarks** function provides the basic Country Training Program report, that is referred to in the SAO training world as the STL Report. We show you the STO report with Remarks that are provided by the MILDEP/MILSVC training agencies.

Click on **STL w/ Remarks** on the TMS **Main Menu**.

The **STL Report Selection Criteria** screen is provided to allow you to select the Country Training Program data that you want to see. You may want to see the data for just your current year **IMET** program or for a specific **FMS Case**.

Please *read* **the following --** *Do not make any entries:*
The **STL Report Selection Criteria** screen is used to select specific *sub-sets* of the STL data. This is done by entering the following: **Country** Code (BN, etc.); **P**rogram **Y**ear (01, 02, etc.); FMS **Case ID** (TAB, OAX, etc.); **I**mplementing **A**gency (B-Army, D-Air Force, P-Navy); **T**ype of **A**ssistance (1-IMET, F-FMS); and **Price Year** (01, 02, etc.).
Normally, you will limit your data selection to your **Country Code** and an **IMET Program Year** or an **FMS Case**. But, by using various selection criteria, you could look at all Army Training (IA = B), all FMS training (TA = F), or all training that takes place in a given fiscal year 2003 (Price Year = 03).

Now, *enter* your **Country Code** in the **Country** block (if it does not already appear), and *enter* a specific IMET **Program Year** (03, etc.) or specific FMS **CaseID** (a case ID from your data, etc.) in the **PY/CaseID** block.

Click on **OK**.

Below, you will see the *MS Access* report that is generated by TMS. The report display is not intended for you to view the document, rather you will want to print the report.

It is just like a *MS Word* document, in that you *click* on the **Printer Icon** button to print it(or *click* on the **File** menu, and then **Print** to print the report).

Or, you might want to *save* the report to a **directory** on your computer. *If* you *click* on the **MS Word Icon button** in the upper left corner of the TMS screen, the report will automatically be opened in *MS Word* as an **.RTF** (Rich Text File). A Rich Text File is a word processing file with minimal formatting, that can be read by any word processing program. Thus you can *save* any TMS report or other document (Invitational Travel Order, etc.) in a directory as an **.RTF** file.

Or, you can *click* on the **E-mail Attachment** icon and automatically attach the report to an outgoing E-mail message.

To page through the report, you simply *click* on the **Page arrows** in the lower left corner of the screen.
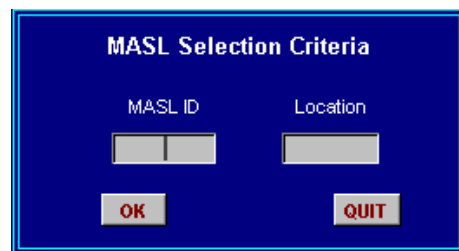
Close the report by clicking on **File** and **Close** (or click on the small black **x** in the upper right corner of the **report** screen).

Finding a Course in the Training MASL

The **View MASL** function allows you to search and view the **Training MASL** or master price list of all training. It provides access to the **MASL** database, the new **Course Information** database, and **Training Activity Information** which was previously only available in the military service catalogs. The data can be found by **MASL ID**, **Course Title** (or portion of), **military service Course Number**, and by **MASL ID category**. From anywhere in TMS, double-clicking on a **MASL ID** number will display the detail MASL data.

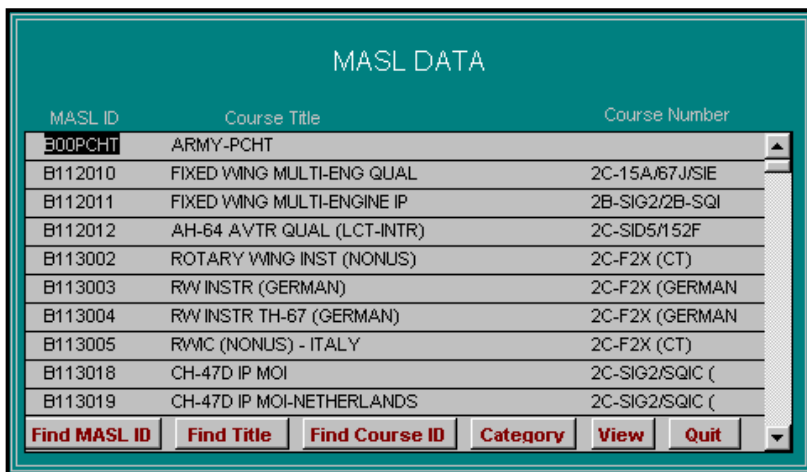*Click* on the **View MASL** button on the **TMS** main menu.

Click on **OK** to go to the beginning of the **MASL** database. (You can go to a specific **MASL ID** by entering the MASL ID, if you know it, or you can enter a school **location code** to find all the courses taught at that school.)

Press **Page Up/Down** or *drag* the **scroll bar** to **scroll** thru the MASL.

Double-click on the desired **MASL** data line to view the detailed MASL data.

You can do the following:

Double-click on the **LOC** block entry to view the detailed Location information uploaded by the IMSO (many Air Force IMSOs have not done this).

Double-click on the **Prerequisite** block to view the prerequisite course data (then click on return to come back).

Click on **View Course Descriptions** to view the course description.

Click on **Print MASL Detail** or **Print Course Descriptions and Notes** to print those items.

Click on **Return** or **Quit** to return to the **TMS** main menu.

Other MASL Searches

Click on **View MASL** and **OK**. For each of the available searches:

Click on **Find MASL ID** and *enter* the specific **MASL ID** or **portion** thereof (try D171 for AF PME training). *Click* on **OK**.

Click on **Find Title** and *type* in a **key word** (i.e. Ranger) that you think would be contained in the **Course Title**. *Click* on **OK**.

Click on **Find Course ID** and *enter* the **military service course number**. *Click* on **OK**.

Click on **Category** and *click* in the **selection boxes** of the desired category of training. *Click* on **OK**.

Click on **Quit** as required and *return* to the **TMS main menu**.

Creating Invitational Travel Orders

The **SAO** actually *creates* the **Student (Information) Database** by entering personal data on candidates who have been selected for training in the U.S. This happens each time that the SAO training manager receives student information from his Country training counterpart and enters that information in TMS.

Click on the **ITO** button from the TMS **main menu**.

In the **Student Selection** box that appears, *type* in the current **IMET program year** (if you have an IMET program) or *type* in an **FMS CaseID** (if you are an FMS only country), and click on OK. You should have identified some of your FMS cases when you viewed the report on your Country Training Program earlier in the exercise. If you need help identifying an FMS Case, ask your Instructor for help.

Double-click on a training line that has a name in it.

The names that you see appearing in your data, were actually entered by the MILDEP country training managers as they picked them up from message traffic or from a copy of your ITOs.

Student Data

WCN	CC	PY Caseid	IA	TA	Name	ITO Number	ITO Issued
1001	BN	01	B	1	YILMAZ, AYHAN	BN01B11001	
1004	BN	01	B	1	OZDEMIR,RECEP	BN01B11004	
1014	BN	01	B	1	BERGENIRBAS, MEMDUI	BN01B11014	
1019	BN	01	B	1	KORKMAZ, ERDOGAN C	BN01B11019	
1023	BN	01	B	1	TEMEL, MELIH	BN01B11023	
1024	BN	01	B	1	KESKIN, GURKAN	BN01B11024	
1026	BN	01	B	1	CAPCI, NURHILAL	BN01B11026	
1027	BN	01	B	1	BARIM, CEM SINAN	BN01B11027	
1032	BN	01	B	1	TAYLAK, OMUR	BN01B11032	
1081	BN	01	B	1	MUTLU, ERDEM	BN01B11081	
1082	BN	01	B	1	AYKANAT, ERTAN	BN01B11082	
1083	BN	01	B	1	KAMILOGLU, ONDER	BN01B11083	
1088	BN	01	B	1	OZTURK, GURCAN	BN01B11088	

Add | Del Student | Del ITO | Move to History | Edit | Find | Track | Quit

This is the **Student Information** screen in which all student data that appears in the ITO, is entered.

Go ahead and *enter* some **data** on your student. Just make up the information. You don't have to enter something in every field. It will be interesting to see that data appear in the final ITO.

Data that is entered in one of the underlined data fields can be uploaded to the SAN system whenever you exit from the TMS system.

Notice, before we do the ITO, the following functions in addition to the ITO:

IMSI – lets you prepare the International Military Student Information form (biographical information on the student).

Arrival Msg – lets you enter flight arrival information on the student which is then uploaded to the SAN.

Student Information

Changes to items underlined will generate a file to be uploaded to the SAN.

CC BN | PY/Case ID 01 | IA B | TA 1 | WCN 1032

Name (Surname, First Name): TAYLAK, OMUR | ☑ Male ☐ Female | Date of Birth | Place of Birth: Bandaria

Medical Cert ☐ Date | Security Cert ☐ Date

Service: B | Service No | Grade 1LT | US Grade | Passport Number

Mandatory >> Unit

ECL Info | Test Number | Date Taken | Score | Req. ECL 75SA | Required Clearance S | Student's Clearance

Flight Crew | Current Position | Instructor | ITO Date

Accompanying Dependent's Name | Relation | DOB

Remarks

ECL Names | Track | Copy ITO | ITO | IMSI | Print | Undo | Arrival Msg | Save/Quit

Now, let's do the ITO.
Click on the **ITO** button at the bottom of the screen.

This is the first page of the four page **DD Form 2285**, the official **ITO** form (page 5 is a continuation sheet). All data that comes from other databases, such as your **Country profile** and your **STL data**, is automatically entered at this point. But, you have the ability to override any data entry. A few data items cannot be changed; such as the ITO Number.

Go ahead and *make* or *change* a few **data entries**. It will be interesting to see them appear in the printed ITO.

This exercise will not teach you all of the individual ITO data entries. That comes in the master TMS Exercise 4.

Note: If you are not ready yet to formally publish the ITO (perhaps you are still waiting on some student information), you would just *click* on **Save Exit** to save the ITO. When you are ready to publish and distribute the ITO (normally when the student is coming in for his/her pre-departure briefing), then and only then will you *click* on **Print ITO**. Because, when you *click* on **Print ITO**, you are actually going to **Lock** the **ITO**. Any change to the ITO at that point will have to be done by an amendment. Obviously, you don't want a lot of ITO amendments, so again, don't choose to **Print ITO** until you think you have all of the ITO student information completed. Once you have printed the ITO the **Amend ITO** button is activated.

Let's go ahead and print the ITO.
Click on the **Print ITO** button.
And, *click* on **Yes** when asked if you really want to do this.

On the following page is the printed **letter format ITO**. This letter format of the DD Form 2285 is authorized in both the SAMM and the JSAT. One of the best features of this letter format, is that only those items that actually apply to the student, appear in the published ITO. Thus, if the student is IMET funded, all of the questions about an FMS funded student are omitted.

Further information about the **printed ITO**:
1. The **printed ITO** is actually a *MS Access* document.
2. Thus, by *clicking* on the **printer icon** you can print the ITO.
3. If you *click* on the **MS Word** icon, you can open the document in MS Word and save it to your hard drive as a .RTF file.
4. And, if you *click* on the **Send icon**, you can automatically *attach* the **printed ITO** to an E-mail message. Remember, you are required by regulation to send the ITO to several recipients, including the IMSO at the training activity to which the student will travel. This is best done by sending the ITO as an E-mail attachment. The new SAO Training Web system provides up to date E-mail addresses for school IMSOs.

Go ahead and use the Page arrows at the bottom left corner and page through the ITO.

Some data items will not be completed, as we have not asked you to complete all data entries. That will come later in the master TMS exercise.

Close the **ITO** by *clicking* on the black **X** in the upper right corner (underneath the red **X**).

TMS 6 - [ITO Letter : Report]

File   Help

INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)

1. **ITO Number:** BN01B11032   2. **Country:** Bandaria   3. **Date:** 18-Dec-02

The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.

Definitions of acronyms and abbreviations contained in this document, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15/AFR 50-29). This computer generated, letter format ITO is authorized in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M, Para 100401.

4. **Issuing Security Assistance Organization (SAO):**
 a. **Name of Organization:**   Office of Defense Cooperation (ODC)
 b. **Mailing Address:**   Unit 4095-PSC 80
        APO AE 09765-1005
5. **Funding:** IMET 01
6. **IMS Information:**
 a. **Name:** TAYLAK, OMUR
 b. **Sex:** Male   c. **Country Service Rank.:** 1LT
 d. **U.S. Equivalent Rank/Pay Grade:**   e. **Country Service:** Army
 f. **Country Service No.:**   g. **Date of Birth:**
 h. **Place of Birth:** Bandaria   i. **Passport No:**
7. **Invitation:** The Secretary of the Department of the Army invites the IMS listed in item 6, this order, to proceed on or about 31-Aug-01 from Bandaria to FT LEONARD WOOD MO 65473-5000 for the purpose of commencing training listed in item 8, below.
8. **Authorized Training:**   No additional training to that specified in this order will be provided.
 A **WCN:** 1032A   **RCN:** KB55   **MASL:** B174013   **TITLE:** OBC INTERNATION ENR PREP
    Military Service Course No.: 4A-F8X   **School:** USA ENGINEER CENTER
    Location: FT LEONARD WOOD MO 65473-5000   **Report Date:** 31-Aug-01 **End Date:** 14-Sep-01
 B **WCN:** 1032B   **RCN:** KB56   **MASL:** B121065   **TITLE:** ENGINEER OFFICER BASIC
    Military Service Course No.: 4-5-C20   **School:** USA ENGINEER CENTER
    Location: FT LEONARD WOOD MO 65473-5000   **Report Date:** 14-Sep-01 **End Date:** 06-Feb-02

Page: |◄ ◄   1   ► ►| ◄

Click on **Quit** until you return to the main **TMS** menu.

Click on the **Exit TMS** button. And, *click* on the **No, Exit TMS** button when asked if you want to "**Update Changes to the SAN?**".

3. Using the SAO Training Web System

Note: This section of the *Guide* will show you how to use the **Security Assistance Network (SAN)** *SAO Training Web* function. The **SAO Training Web** is an on-line view function for your training program. You will be able to view your Country training program on-line without first downloading the data from the SAN and importing the data to TMS. One of the advantages of the SAO Training Web is that you can view your Country training program on any computer at which you can access the Internet. Simply connect to and log on the SAN.

The SAO Training Web is a brand new system that is a natural extension of the newly fielded IMSO Training Web system. The IMSO Training Web is now deployed at virtually all military service training activities. The SAO Training Web is still under development and your input to the developer, Mr. Ron Elliott of NETSAFA, is sincerely invited -- ron.elliott@netsafa.navy.mil. It is just now being made available to SAO training managers. Access to this SAN function must be set by your SAN user administrator. If you do not have access to the function, and wish to, please contact your SAN User Administrator, Mr. Elliott, or DISAM.

Using the SAO Training Web Function

Log on the **SAN**.

Note: Remember that there are two Internet addresses for the SAN. If you are not able to access the SAN at the **https://san.osd.mil/san/login** address, particularly from an overseas location, try to access at the **.**ORG address **https://idss.ida.org/san/login**. Recently a test was run from an overseas, commercial business center. It was impossible to access any **.**MIL addresses (including the SAN **.**MIL address) but the above **.**ORG address (which is the same server as the .MIL address) could be accessed.

Click on **Continue**. *Click* on **Training**. *Click* on **IMSO & SAO Training Web**.

The screen that appears is the **SAO Web Welcome Screen**.

Please Note: Significant work is still being accomplished on the SAO Web, so please expect continuous changes and improvements.

Go ahead and *read* the following explanation of the **SAO Web** menu items. *Don't click* on them until you are told to do so.

- **Site Search—**To use this search function, simply *click* on the data item in the **Search In?** drop down box, *type* in that which you want to search for, and then *click* on the **blue search button** (arrow). You can search your student data by **Student Name**, **Invitational Travel Order (ITO) Number**, **Work Sheet Control Number (WCN), Foreign Identification Number (FIN), Military Articles and Services (MASL) ID Number**, **Course Number/Title/Description**, etc.

- **Logoff—**Automatically logs the user off the SAN.
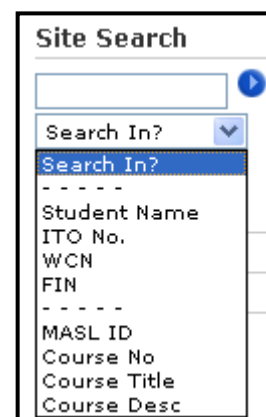
- **SAO Home—**Automatically returns the user to the SAO Home page.
- **Contact Us**—Automatically addresses an E-mail to the SAO training office.
- **My Preferences—**Shows the preferences that you have chosen. Such as to show the SAO Web header or not.
- **IMSO Directory—**Provides a directory of all IMSOs. If the IMSO has entered the POC information for his/her office, then that information will be available.
- **SAO Directory--**Provides a directory of all SAOs. If the SAO has uploaded his/her POC information for his/her office, then that information will be available.
- **My Country(s)—**Takes the user to the basic SAO Web information screen.
- **Create STL Report—**Provides a custom query report function on your Country program data.
- **Create MASL Report—** Provides a custom query report function on all course data.

Using the My Country Function

Click on **My Country(s)** under **SAO Options** on the **SAO Welcome Screen** above.

This is your **My Country** screen from which you will access all of your data.

SAO Point of Contact Information for the Training Manager

If you have installed and are using TMS Version 6.0, you should have uploaded to the SAN your Country Profile POC information for the Training Manager. If for any reason this has not been done, go to your country profile screen in TMS 6.0, and re-enter your POC information. Then when you next exit TMS, say Yes when asked if you want to upload to the SAN. When this data is uploaded from TMS, the SAO principal point of contact for your Country is identified to all IMSOs at all training activities.
On the **My Country** screen above, *click* on **Country Info** (scroll to the right, if you need to).

Click on **Back** and return to the **My Country** screen above.

Training Line Data

On the **My Country** screen above, *click* on the **FMS, IMET, or OTHER Cases** icons to see the training for those programs.

Select the desired **IMET**, **FMS** case, or **Other** case by *clicking* on the **student** icon on that line.

Case No	Students	Courses	Min - Max Training Line Date	Training Value
B-02	12 Students	48 Courses	2/25/2002 - 6/6/2003	$68,051
B-03	13 Students	44 Courses	2/24/2003 - 4/9/2004	$92,850
B-04	20 Students	51 Courses	12/9/2003 - 1/20/2005	$142,496
B-05	20 Students	36 Courses		$128,821
D-00	15 Students	7 Courses	11/1/1999 - 6/11/2001	$46,268
D-01	8 Students	9 Courses	1/8/2001 - 6/10/2002	$49,015
D-02	20 Students	48 Courses	1/7/2002 - 6/10/2003	$111,860

[Case Report for BAHRAIN]

This is the **training line** screen that contains all of the training lines in a given IMET program or FMS case. All of the following data items can be accessed from the above **Training Line** screen.
Example is WCN 1002A and 1002B from Bahrain FY 02 Army IMET program.

Case report for BAHRAIN (BA) and Case 02.

Filter by Training Activity | Options | ☐ Printer Friendly | go

<< Case **02** Programmed Totals >>
Expanded IMET:**$9,844**   A Priority Total: **$68,051**   D Priority Total: **$0**   Total: **$68,051**
Page 1 of 1

WCN / IA	Case	ECL	MASL	Exp IMET	Course No.	Course Title	Course Loc	Report Date	Start Date	End Date
0001 B	02		B365003	-	UNNUMBERED	MEDICAL COST-CONUS	BGX	-	-	-
1002A B	02	75	B159000	-	ALMC-IL	INTERNATIONAL OFF LOG PREP	BC4	2/19/2002	2/25/2002	3/8/2002

IMSO remarks:
Course Convene on 2/26/2002 by Esther Manuel [no remarks]

| 1002B B | 02 | 75SA | B171545 | - | 8-10-C22 (LO | COMBINED LOG CPT CAREER | BC4 | 2/25/2002 | 3/11/2002 | 4/23/2002 |

IMSO remarks:
Course Convene on 3/18/2002 by Esther Manuel [Name IAW Passport: HUSAIN, KHALED SALMAN ADWA]

Clicking on **Filter by Training Activity** and **go**, will *select* the student for a specific **training activity (location)**.

Filter by Training Activity
Filter by Training Activity
BC2 - USA ENGINEER CENTER
BC2 - USA ENGINEER SCHOOL FT LEONARD WOOD MO
BC4 - USA LOGISTICS MANAGEMENT COLLEGE
BCF - USA FIELD ARTILLERY SCHOOL
BCG - Ft. Benning, GA. U.S. Army Infantry School
BCH - U.S. Army Mechanical Maintenance School
BCJ - US ARMY QM CNT & SCHOOL
BCP - USA SIGNAL CENTER
BCT - USA Command & General Staff College
BCZ - USA JFK SPECIAL WARFARE CEN SCH
BGX -

Clicking on **Options** and **go**, will *sort* the student data as desired.

Clicking on **Printer** and **go**, will *prepare* a **report** to go to the printer.

Options
Options
———
Sort by WCN..
  by MASL
  by Location
  by Service
  by Fund Code
  by Priority Code
———
Restore to Original

Student Data

Click on the **digital camera** icon or the **WCN** number next to it on the screen above. There may be multiple pages of training lines for a given program. If icon has a **red X** over it, a picture has not been uploaded by the IMSO.

Click on **Back** to return to the **Training Line** screen.

E-mail Message to MILDEP Country Program Manager

On the **Training Line** screen above, *click* on the **IMET** or **Case** identifier to automatically prepare an E-mail message to be sent to the MILDEP Country Training Program Manager (at SATFA, NETSAFA, AFSAT, MC, or CG). Caution, the MILDEPs are constantly changing country program assignments and may not have updated their country manager table.

Close the **E-mail message** screen and *return* to the **Training Line** screen above.

Course MASL Data and Description

On the **Training Line** screen above, *click* on the **MASL** Number (Example is B159000).

```
[ Course Detail Report for (BC4) - USA LOGISTICS MANAGEMENT COLLEGE ]

Course No:              ALMC-IL
MASL ID:                B159000
Course Title:           INTERNATIONAL OFF LOG PREP
FY:                     '03
ECL:                    75

Security Clearance:     Unclassified
Duration (in weeks):    2
Analysis Code:          AB
Price Code:             F


Course Description / Administration / Remarks:

The curriculum for this course includes the structure of the U. S. Army,
Acronyms used in logistics, composition of TOE/MTOE, the logistics field today,
communication skills, evaluation report systems, small group instruction,
introduction to military publications, symbols and graphics classes of supplies
and test procedures.
```

Click on **Back** or *close* screen to return to the **Training Line** screen.

Training Activity POC and Detailed Location Information

On the **Training Line** screen above, *click* on the **Course Loc** code (Example is BC4).

```
[ Activity Info for - USA LOGISTICS MANAGEMENT COLLEGE ]

           Information last updated on: unknown by 1005
         Location Name: USA LOGISTICS MANAGEMENT COLLEGE
       Point of Contact: BOB RHODES
  Point of Contact Title: Intl Mil Stu Officer
                 Email: rhodesr@lee.army.mil
                        almcimso@lee.army.mil
        Message Format: COMDT USALMC FT LEE VA
         Office Symbol: ATSZ-AI
       Commercial Phone: (804) 765-4012/4543/4542
                 Voice: 804 765-4224
         Commerical FAX: 804 765-0797
       Emergency Phone:
             DSN Phone: 539-4012/4543
              DSN FAX:

              Street 1: USALMC ATSZ A I
              Street 2: 2401 QUARTERS RD; BLDG 12500
                  City: FT LEE
                 State: VA
       Zip/Postal Code: 23801-1705
```

Click on **Back** or close screen until you return to the **SAO Welcome Screen**.

Finding an IMSO Office POC

Click on **IMSO Directory** in the left hand menu, under **User Info**.

Select **Army** in the drop down box, *type* in **Knox** in the **Search for** box, and *click* on the **execute** button to the right.

> IMSO Directory sorted by Activity Code - Select service: Army
> Search for Knox
>
> < point of contact not available > (Phone: DSN , COMM)
> (B03 - Army) HHC 1ST SFG A
> , , FT LEWIS, WA, 98433-7000
>
> Activity Info

You can also find **Ms. Dianne Atcher** as the IMSO POC by *searching* for: **Atcher** or **Armor**, etc.

> IMSO Directory sorted by Activity Code - Select service: Army
> Search for KNOX
>
> Mrs. Dianne Atcher (Phone: DSN 464-2938 , COMM (502) 624-7426/3055)
> (BCY - Army) US Army Armor Center & Fort Knox
> BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121
>
> Activity Info

Close the **IMSO Directory** screen by *clicking* on the **Red X** in the upper right corner.

Finding the Training POC at an SAO

Click on **SAO Directory** in the left hand menu, under **User Info**.

Type in **Bahrain** in the **Search for** block and *click* on the **execute** button to the right.

> SAN Management Console - Microsoft Internet Explorer
> Back · × · Search Favorites Media
>
> SAO Directory sorted by country   Search for Bahrain
>
> < point of contact not available >
> (ML)
> < address not available >
> Auth Sig: none Auth Title: none
> Last Update on 4/22/2002 12:29:48 PM by KANDERBERG
>
> Country Info

Click on the **Country Info** icon.

> SAO Directory sorted by country   Search for BAHRAIN
>
> Major Timothy D. Jones, USMC (DSN Phone: 318-439-4446/4412, COMM 011-973-276-962), FAX 0
> BAHRAIN (BA)
> U.S. Office of Military Cooperation, U.S. Embassy, Manama, Kingdom of Bahrain, USOMC, U.S. Emba
> Auth Sig: Major Timothy D. Jones, USMC Auth Title: Chief, Training and Operations
> Last Update on 9/26/2002 8:41:27 AM by TJONES
>
> Country Info

Close the **Country Profile Information** screen by *clicking* on the **Red X** in upper right corner.

PLEASE NOTE: Do you see why it is so important that all SAO Training Managers upload their POC information from their Country Profile using TMS 6.0? Just as you expect all IMSOs to upload their POC information you must also do the same.

Create MASL and STL Reports

You might also want to take a look at the Create MASL and STL Report functions. These simple query functions that allow you to look at your STL data and all MASL data in many different ways.

On Line Chat Function

Just recently, Mr. Elliott made available an on-line Chat function. You might want to give it a try with some of your fellow class members who are logged on.

A Work in Progress

Again, you are invited to provide your feedback to Mr. Ron Elliott at: ron.elliott@netsafa.navy.mil. Your desires and comments will certainly help to guide where the SAO Training Web goes in the future.

THANK YOU for using this Exercise to acquaint you with the ITM Web Site, the SAN and TMS Lite program, and the new SAO Training Web. If you have any questions on these systems, please contract:

    charles.collins@disam.dsca.mil , *tom.dop@disam.dsca.mil* , *aaron.prince@disam.dsca.mil*